Manual on “Right to Information Act, 2005”

Directorate of Millets Development-Jaipur

Para-wise particulars of Clause 4(b) of Chapter-II of the “Right to Information Act, 2005”

(Updated on 1st January, 2016)

(i) the particulars of its organization, functions and duties:

1. The Directorate of Millets Development, a subordinate office of the Ministry of Agriculture, Department of Agriculture & Cooperation, Government of India came into existence on 1st March, 1971 after re-designation of the Regional Extension Unit of the Directorate of Extension, Ministry of Agriculture, Government of India at Chennai. It was established with an objective to look after the country’s crop production programmes for the development of Maize and Millets. Later during 1988-89, Government of India had launched Special Foodgrains Production Programme to achieve quantum jump in the agriculture production by the end of VII Plan by way of Transfer of Technologies (TOT) to farmers at massive scale with appropriate Inputs. This has redefined and concretized the role of umbrella Organizations under the Department of Agriculture & Cooperation including erstwhile Commodity Directorates. Accordingly, a Workshop entitled “The Role of Commodity Directorates and the Directorate of Extension” was organized at National Centre for Management of Agricultural Extension (MANAGE), Hyderabad on 17-18th June, 1988. Based on the decisions taken in the Hyderabad Workshop, all the nine Commodity Directorates were restructured and re-designated as Crop Development Directorates (CDDs) retaining their original names with bi-focal responsibilities keeping in view three factors in fore i.e. “Farming Systems Approach”, “Need for Regional Role” and “Support to Thrust Programmes”. As a consequence of re-structuring and with the introduction of
Integrated Cereals Development Programme, the Directorate of Millets Development was assigned the responsibility of the Coarse cereals in the year 1995-96. The details of the mandate crops (Coarse cereals') assigned to the Directorate of Millets Development are given below:-

1. Sorghum
2. Pearl millet
3. Finger millet
4. Barnyard millet
5. Common millet
6. Foxtail millet
7. Kodo millet
8. Little millet
9. Maize
10. Barley

The Office of the Directorate had been shifted from Chennai on 02.02.1996 (AN) and started functioning at Jaipur w.e.f. 05.02.1996. Consequent upon re-organization of Commodity Directorates, the functions of the Crop Development Directorates were rationalized.
by the Department of Agriculture & Cooperation, Union Ministry of Agriculture, Government of India w.e.f. 21st June, 1995 combining "Area Specific Functions" with the existing responsibility of "Nodal Crops".

2. **Contribution of Coarse cereals in the aggregate Agricultural production:**

Agriculture sector in India had contributed 13.9% of total GDP during the year 2013-14 (Provisional estimates) at 2004-05 prices. Per capita Net Availability of Foodgrains per annum during 1951 was 144.1 Kg which has increased to 186.4 Kg during the year 2013.

The share of coarse cereals in total food grains production was 30.6% (16.83 Million tonnes) in the year 1949-50 which has declined to 16.3% (43.05 Million tonnes) in the year 2013-14 registering 256% increase in the absolute terms over a period of 63 years. The share of total cultivated area under coarse cereals in the year 1949-50 was 39.1% (38.83 Million ha) which has drastically declined to 20.4% (25.67 Million ha) in the year 2013-14. The area deceleration of coarse cereals in the country has taken place due to increase in the irrigated area which has replaced these crops by cultivating rice, wheat & horticultural crops. Besides this, farmers also prefer the cultivation of more remunerative crops like oilseeds & pulses in place of coarse cereals.

The productivity of coarse cereals has increased by 387% in past 63 years to the extent of 1677 Kg/ha during the year 2013-14 from the level of 433 Kg/ha in the year 1949-50. The highest productivity of coarse cereals was recorded to the extent of 1677 Kg/ha in the year 2013-14 being a good monsoon year.

The Track record of the development strategy pursued in the last 63 years clearly indicates that all the efforts were directed to improve the productivity per unit area. Consequently, regular supplies of food could be ensured for domestic consumption besides economizing on energy and conservation of natural resources.

Coarse cereals are primary source of staple food in their growing regions besides providing raw material for the manufacture of industrial products such as starch, corn sugar, corn oil, corn gluten, brewing adjuncts, malting, brewing, ethanol, jaggery, fast food, cattle feed and fodder. These crops are principal crops of Arid and Semi-arid tropics. These crops are often grown under perturbed ecology in temperate and sub-temperate regions. The spatial distribution of these crops is largely dependent on amount of rainfall in the following stratum:

- maize rivals Sorghum in the areas receiving annual rainfall beyond 400 mm
- sorghum rivals Pearl millet in the areas receiving annual rainfall beyond 350 mm;
- pearl millet rivals small millets in the areas receiving annual rainfall below 350 mm; and
- small millets grow in the areas where no other cereal can grow under scarce moisture conditions.
3. Coarse cereals are referred to as a group of the following 10 crops:

A. MILLETS:

(1) Sorghum  (5) Foxtail millet
(2) Pearl millet  (6) Kodo millet
(3) Finger millet  (7) Little millet
(4) Barnyard millet  (8) Proso (common) millet

B. OTHER COARSE CEREALS:

(9) Maize  (10) Barley

Physio-graphic aberrations and monsoon failure/erratic behavior of monsoon often results in crop failure of coarse cereals particularly in arid and sub-tropics globally leading to hardship to the inhabitants in these regions. Therefore, food supplies are imported from surplus areas in the years of persisting dry spell/drought. Besides this, inhabitants of Coarse cereals growing regions traditionally rear animals for milk/meat purpose to support their livelihood. Animal population also provides wool/leather to the inhabitants of these areas. The people of these areas are compelled to migrate along with their herds in search of food/fodder for their cattle in the drought years.

4. ORGANISATIONAL STRUCTURE OF DIRECTORATE OF MILLETS DEVELOPMENT:

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Union Ministry of Agriculture  ↓
Department of Agriculture & Cooperation  ↓
Crops Division  ↓
Directorate of Millets Development  ↓
Director  ↓
Joint Director (Nodal Crops)  ↓
Sr. Technical Assistants (2)  ↓
Assistant Director (1)
Sr. Technical Assistant (1)
Statistical Investigator (1)
Sr. Statistical Clerk (1)
Joint Director (States)  ↓
Administrative Officer  ↓
Accountant (1)
Stenographer Gr. II (1-one with Director)
Jr. Hindi Translator (1)
Stenographer Gr. III (2-one each with both the Joint Directors)
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III. Incumbency position as on 1\textsuperscript{st} January, 2016.

<table>
<thead>
<tr>
<th>Name of post</th>
<th>Sanctioned</th>
<th>Filled</th>
<th>Vacant</th>
<th>Name of Incumbent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(A) Technical</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>Dr. Subhash Chandra, Joint Director officiating as Director</td>
</tr>
</tbody>
</table>
| Joint Director | 2          | 2      | 0      | (1) Dr. Subhash Chandra  
(2) Dr. M.N. Singh (On deputation to DAC&FW w.e.f. 17.09.15) |
| Asstt. Director | 1          | 1      | 0      | Shri Lalit Sharma |
| STA          | 3          | 2      | 1      | (1) Dr. Hari Ram Choudhary  
(2) Shri Ram Narayan Ahirwar |
| Stat. Investigator | 1          | 1      | 0      | Shri Amaluddin Ansari |
| SSC          | 1          | 0      | 1      | - |
| **Sub-total** | **9**      | **6**  | **3**  | - |
| **(B) Ministerial Staff** | | | | |
| Admn. Officer | 1          | 0      | 1      | - |
| Accountant   | 1          | 0      | 1      | - |
| Jr. Hindi Translator | 1 | 0 | 1 | - |
| Steno Gr.III | 2          | 1      | 1      | Shri Sajid Ahmed Usta |
| UDC          | 2          | 1      | 1      | Shri Kishan Lal Meena |
| LDC          | 3          | 0      | 3      | - |
| Driver       | 1          | 0      | 1      | - |
| MTS          | 5          | 3      | 2      | (1) Shri Shiv Ram Gujar  
(2) Shri Tej Mal Sain  
(3) Shri Sabuddin Khan |
| **Sub-total** | **17**     | **5**  | **12** | - |
| **TOTAL**    | **26**     | **11** | **15** | - |
| **(A)+(B)**  | | | | |
| **Contractual Staff (PMT under NFSM)** | | | | |
| Technical Assistant | 2 | 2 | 0 | (1) Shri Manish Choudhary  
(2) Shri Mujarrab Hussain |
| **GRAND TOTAL** | **28** | **11** | **17** | - |

IV. MANDATE:
Perceptions-Prescriptions-Effective output are surrogate elements of the mandate of an Institution/Body. These elements are subject to change in the fulcrum. Constitutional provisions place Agriculture in the State list barring matters related to legislative/regulatory business encompassing quality control/Foreign Trade and matters arising out of Natural calamities. Yet, it is the responsibility of the Union Government to support State Governments in their endeavor of formulation of Crop Development Programmes-strategies/Policy prescriptions on Domestic/Foreign Trade/Economic Policies relating to Credit/Interest rate/Procurement/ Storage of Agricultural produce/Agriculture Census/Statistical aspects till States become self-sufficient in terms of Technology generation capability/Formulation of Technology Transfer modules/Coordination of vital input arena. The Technology generation arm of the Union Government is extended by the Indian Council of Agricultural Research (ICAR) through Coordinated Crop Improvement Programmes with State Agricultural Universities (SAUs) popularly known as ICAR-SAU System. The aspect of quick estimation of Area/Production of agricultural crops and reporting thereof is assigned to State Department of Agriculture of State Government/UTs, yet gap filling/Default function is required to be accomplished by the Union Government in managing Internal consumption/to fulfill export commitments/ferry international Trade for earning foreign Exchange. With the advent of "Green Revolution", "White Revolution", "Yellow Revolution", "Blue Revolution" and "Golden Revolution", most of the State Governments/UTs in the Indian Union have created parallel Line Departments to manage the emerging functions of Agriculture at State level. In the given background, the mandate of the Directorate of Millets Development is constituted as under:-

- to function as "Eyes and Ears" of the Union Ministry of Agriculture for all agricultural & horticultural activities including water management in the assigned States and for Coarse cereals for the entire country;
- to maintain Data Bank on "Innovative Production Technology of Coarse cereals"/Area Production-Productivity/Development Programmes-Schemes of Coarse cereals;
- to keep watch on market trends of Coarse cereals;
- to monitor Coarse cereals Development Programmes in the country and evaluate the intervention specific impact thereof on production/productivity of Coarse cereals
- crop tracking during crop season;
- to collect/collate/communicate "Weekly Weather Watch Report" in respect of all crops in the assigned States and Coarse cereals for the entire country with critical trend analysis to submit special report on Weather aberration and its impact on crop production.
- to organize "National Seminars" on contemporary themes relating to Coarse cereals;
• to bring out publications on "Innovative Crop Production Technology" of Coarse cereals;

• to formulate Coarse cereals Development Programmes; and

• to maintain liaison with resource Institutes/Input Agencies.

V. **Functions & Duties of the Directorate:**
(DAC letter No.18-2/2001-CAIII dated December, 2004):

I. **NODAL CROPS (Coarse cereals):**
1. to assist Department of Agriculture and Cooperation to plan, coordinate and monitor crop development programmes at the national level and recommend measures to improve them;

2. to assist the States/Union Territories to plan, formulate and implement the Crop programmes to increase production and productivity;

3. to inter-act with National and State Institutions in planning the production of seeds;

4. to liaise with State Agricultural Universities and Central Government Institutes for organizing training courses in improved production technology;

5. to have closer inter-action/coordination with the Project Directorates/ Institutes and other Research Centres of the ICAR and represent Department of Agriculture & Cooperation on their Management Committees and ICAR’s Regional Committees, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture to formulate farmer friendly schemes with unified approach for the over-all development of agriculture sector as a whole;

6. to keep in touch with research developments by Agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development;

7. to have a close liaison with National Institute of Management for Agricultural Extension (MANAGE) in identifying the areas where MANAGE can provide support and bridge the gap in increasing productivity of the nodal crop;

8. to provide technical support to the Extension agencies with respect to the nodal crop as and when required. In this context the Directors of Crop Development Directorates may attend the State Level Crop Training Programmes, provide literature on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feedback to Extension Division;
9. to participate in meetings of Zonal Research and Extension Advisory Committee (ZREAC) and have closer interaction/coordination through this forum in relevant functions and responsibilities;

10. to watch the performance of the newly evolved released varieties of crops;

11. to study and analyze trends in weather, crop area, production and productivity as well as transport, marketing and prices;

12. to report regularly to Department of Agriculture and Cooperation on weather and crop prospects as well as market and price trends;

13. to assist Department of Agriculture & Cooperation in fixing targets of production and suggest measures to achieve them;

14. to build up relevant records and data for the nodal crop; and

15. to serve as a Secretariat for the respective Crop Development Council.

II. Area Specific functions for Nodal Crops of Sister Directorates in the Assigned States/UTs (Rajasthan & Gujarat)

1. to function as eyes and ears of Department of Agriculture and Cooperation, also for all major crops produced in the assigned States/Union Territories and to function as ‘Area Officers’ for these States/Union Territories;

2. to maintain liaison with State Governments/Departments and other development agencies on crop development programmes

3. to monitor the crop programmes and report to Crops Division/States about gap between planning and performance;

4. to monitor the availability of inputs and extension services;

5. to regularly report to the Department of Agriculture & Cooperation on weather, crop prospects, storage, processing, movement and prices of crops harvested;

6. to report to the other crop Directorates on matters relating to the respective nodal crop, Weather, crop prospects, and other important developments.

7. to represent Department of Agriculture & Cooperation on Central Study Teams etc;
8. to participate in *Kharif/Rabi* Conference, Zonal Seed meeting etc.;

9. water management - timely opening and closing of canals and water use efficiency;

10. assessment of inputs requirements - fertilizers, pesticides, seeds etc. for crops for obtaining optimal yields;

11. tracking progress and promotion of new crop varieties;

12. monitoring/tracking progress of horticulture crops and programmes therefor in the assigned States; and

13. being more visible and interactive with States for promotion and development of crops/varieties.

(ii) **the powers and duties of its officers and employees:**

(A) **Powers:**

(1) **Plan:** All the powers are vested with the Union Ministry of Agriculture.

(2) **Non-plan:**

(a) The Administrative & Financial powers delegated to the Head of the Departments of sub-ordinate offices are exercised by the Director of the Directorate in accordance with Fundamental Rules and Supplementary Rules (FRSR), 1922 amended from time to time and Delegation of Financial Powers Rules (DFPR), 1978 amended from time to time respectively.

(b) The Administrative & Financial powers delegated to the Head of the Office under said Rules are exercised by the Administrative Officer of the Directorate.

(B) **Duties:**

(1) **Director:**

1. To function as Head of the Department of the Directorate of Millets Development to fulfill the aims and objectives specified by the Union Ministry of Agriculture & Farmers Welfare.
2. To supplement the States efforts in ‘Transfer of Technology’ and provide feedback from field to the Researchers.

3. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required.

4. To Keep watch on the progress of implementation of Crop Development Programmes.

5. To keep watch on the trends of area, production & productivity trends of Nodal crops and suggest ways & means for enhancing the productivity thereof through appropriate Crop Development Programmes.

6. To report the progress of all activities carried out by the Directorate periodically to the Crops Division in the Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW), Union Ministry of Agriculture & Farmers Welfare.

(2) Joint Director (Nodal Crops):

1. To update production technology of Nodal crops in accordance with the recommendations finalized by All India Coordinated Crop Improvement Projects of Coarse cereals’ crops and circulation of the same to the concerned States/Extension Division of DAC&FW.

2. To formulate the Crop Development Programmes of Nodal crops along with the guidelines for monitoring these programmes.

3. Planning, co-ordination and monitoring of Crop Development Programmes of Nodal crops.

4. To compile physical and financial progress of the Crop Development Programmes and suggest measures to overcome bottlenecks in the implementation of these programmes and reporting thereof periodically to the Crops Division in the Department of Agriculture & Cooperation.

5. To prepare material for Meetings/Workshops/V.I.P. references on the status of Nodal crops.

6. Organization of National Seminars on Coarse cereals.

7. To update cultivars’ profile of Coarse cereals from time to time after securing the proceedings of the meetings of the Sub-Committee for release of varieties of the Central Seed Committee.

8. To monitor the seed availability/seed distribution of Coarse cereals in the country.
9. To maintain liaison with State Agriculture Universities/ICAR Institutes/National Institute of Management for Agriculture Extension “MANAGE” for scientific planning/implementation of Agricultural Development Programmes.

10. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required.

11. To undertake field visits for monitoring of Crop Development Programmes/Crop Tracking/Institutes & Industries engaged in value addition of Coarse cereals/markets to appraise the status of procurement of Coarse cereals at Minimum Support Price (MSP) and suggest the measures for improvement.

12. To deliver talk on Production Technology of Coarse cereals on All India Radio/Doordarshan/State sponsored TV Programmes namely; Navankur in Rajasthan State.

13. To provide necessary feedback to Kisan Call Centres.

14. Preparation of the material for publication of Crop Production Technology bulletins.

15. To maintain database relating to area, production & productivity of Coarse cereals.

16. To maintain database of physical and financial targets and achievements of Crop Development Programmes of Nodal crops.

17. Any other duties assigned from time to time in public interest.

(3) **Joint Director (State):**

1. To function as an Area Officer for monitoring of Crop Development Programmes of all Agricultural & Horticultural crops including Water Management in the assigned States of Rajasthan and Haryana.

2. To keep watch on physical and financial progress of the Crop Development Programmes of the Nodal crops of sister Crop Development Directorates (CDDs) in the assigned States and suggest measures to overcome bottlenecks in the implementation of these programmes and reporting thereof periodically to the Crops Division in the Department of Agriculture, Cooperation & Farmers Welfare.

3. To get uploaded Weekly Weather Watch Report (WWWR) on the website of the Directorate after securing/collation/compilation of the requisite information from the concerned State Department of Agriculture and IMD in relating to area coverage, input supply position, irrigation, electricity supply, insect-pest/disease
status, market prices in major markets, natural calamities (drought, floods, earthquake, storms) for all Agricultural & Horticultural crops in the assigned States and in respect of ‘Nodal crops’ from all the States.

4. To undertake Crop Tracking in the assigned States and submission of report therefor.

5. To participate in Kharif/Rabi National Conferences, Zonal Seed Meetings and State Level Seed Committee Meetings.

6. To finalize the advance estimates of Area, Production & Yield of all the Agricultural & Horticultural crops in respect of assigned States and for Nodal Crops in respect of all the States/UTs by 1st week of November for Kharif season, last week of April for Rabi season and last week of June for summer season/for the whole year every year and communication thereof to the Crops Division, Department of Agriculture & Cooperation periodically.

7. To reconcile and update the revised estimates of Area, Production & Yield estimates of all the Agricultural & Horticultural crops in the assigned States as well as in respect of Nodal Crops for all the States/UTs after securing requisite information from States/ESA periodically and uploading of the same on the Website of the Directorate of Millets Development (DMD).

8. To prepare and update State Agriculture & Horticulture profile of the assigned States.

9. To represent Crops Division in various Committees, Workshops/Seminars, Central Teams as and when required.

10. Any other duties assigned from time to time in public interest.

(4) **Assistant Director:**

1. To assist the Joint Director (States) in carrying out the assigned duties.

2. To maintain district/State-wise database relating to Area, Production & Yield estimates of all the Agricultural & Horticultural crops of the assigned States.

3. To maintain district/State-wise database relating to Area, Production & Yield estimates of Nodal crops in respect of all States.

4. To maintain database of physical and financial targets and achievements of Crop Development Programmes of the Nodal crops of sister CDDs of the assigned States.
5. To prepare periodical progress reports relating to implementation of Crop Development Programmes of the Nodal crops of CDDs in the assigned States/Monthly Activity Report.

6. Any other duties assigned from time to time in public interest.

(5) **Administrative Officer:**

1. To function as Head of the Office & D.D.O. in the Directorate to carry out specified duties attached to the Head of the Office & D.D.O.

2. Submission of Monthly/Quarterly/Half-yearly/Yearly returns relating to Administration/ Accounts/Rajbhasha.

3. To supervise the maintenance of office vehicles/bi-cycles, Office Stores, equipments and office library.

4. To carry out purchase/disposal of office Stores’ articles.

5. To convene Quarterly meetings of “Official Language Implementation Committee”.

6. To hold Quarterly “Rajbhasha Hindi Workshops”.

7. Any other duties assigned from time to time in public interest.

(6) **Senior Technical Assistants (STAs):**

I. **STA-I:**

1. To assist the Joint Director (Nodal crops) in formulation of the “Production Oriented Crop Development Programmes” of Coarse cereals.

2. To maintain the agenda notes/proceedings of the meetings of “State Level Sanctioning Committees” of “Production Oriented Crop Development Programmes” of Coarse cereals.

3. To maintain the proceedings of the Annual Group Meetings of All India Coordinated Research Improvement Project, ICAR on sorghum, pearl millet, Ragi & small millets and update production technology of these crops.

4. To assist in proliferation of recently released cultivars and innovative production technologies of Sorghum, Pearl millet, Ragi and Small millets through appropriate Crop Development modules.
5. To analyze “Quarterly Progress Reports”, compile physical and financial progress of the Innovative Production technologies’ modules of sorghum, pearl millet, Ragi & small millets and suggest measures to overcome bottlenecks in the implementation of these programmes and submit these reports to the Joint Director (Nodal crops) for periodical reporting to the Union Department of Agriculture, Cooperation & Farmers Welfare.

6. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on grain/stover yield and efficacy of technology transfer modules of Jowar, Pearl millet, Ragi & Small millets crop.

7. To analyze yield gaps of Sorghum, Pearl millet, Ragi & Small millets crop between Experimental yields (Research) and Farmers’ fields’ yield.

8. To secure, compile, edit and publish the “Success Stories” of Sorghum, Pearl millet, Ragi & Small millets on the basis of the results of Technology transfer modules in the Journals published by Extension Division of the Union Department of Agriculture, Cooperation & Farmers Welfare.

9. To undertake Crop Tracking of Coarse cereals.

10. To review/Index/record/weeding of files held by him with due approval of Joint Director (Nodal crops).

11. Any other duties assigned from time to time in public interest.

II. STA-II:

1. To maintain the proceedings of the Annual Group Meetings of All India Coordinated Maize & Barley Improvement Projects, ICAR and update production technology of these crops.

2. To assist proliferation of recently released cultivars and innovative production technologies of Maize & Barley through appropriate crop Development modules.

3. To analyze “Quarterly Progress Reports”, compile physical and financial progress of the of the Innovative Production technologies’ modules of Maize & Barley crops and suggest measures to overcome bottlenecks in the implementation of these programmes and submit these reports to the Joint Director (Nodal crops) for periodical reporting to the Union Department of Agriculture & Cooperation.

4. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on grain/stover yield and efficacy of technology transfer modules of Maize & Barley.
5. To undertake field visits to monitor the performance of Technology transfer modules on farmers’ fields along with State Extension Officers of Coarse cereals.

6. To analyze yield gaps of Maize & Barley crops between Experimental yields (Research) and Farmers’ fields’ yield.

7. To secure, compile, edit, and publish the “Success Stories” of Maize & Barley crops on the basis of the results of Technology transfer modules in the Journals published by Extension Division of the Union Department of Agriculture, Cooperation & Farmer Welfare.

8. To undertake Crop Tracking of Coarse cereals.

9. To assist Joint Director (Nodal crops) in organization of National seminars on Coarse cereals.

10. To review/Index/record/weeding of files held by him with due approval of Joint Director (Nodal crops).

11. Any other duties assigned from time to time in public interest.

III. STA-III:

1. To maintain the agenda notes/proceedings of the meetings of “State Level Sanctioning Committees” of “Production Oriented Crop Development Programmes” of Nodal crops of sister CDDs.

2. To analyze “Quarterly Progress Reports”, compile physical and financial progress of the Production Oriented Crop Development Programmes including the programmes of 'Nodal crops' of sister CDDs and suggest measures to overcome bottlenecks in the implementation of these programmes and submit these reports to the Joint Director (States) for periodical reporting to the Union Department of Agriculture & Cooperation.

3. To secure, monitor and maintain hard copies of district/State-wise database relating to Water Management, Seed distribution, fertilizer/bio-fertilizer distribution, pesticides distribution, weedicides distribution, season/year-wise documentation of occurrence of disease and pests epidemics, floods, drought, storms and earthquakes in the assigned States on weekly basis.

4. To compile/collate and interpret the performance of the various components namely; cultivars and inputs interaction on grain/stover yield and efficacy of Production Oriented Crop Development Programmes of sister CDDs.
5. To secure, compile, collate and maintain in hard copies the HYV area of Coarse cereals and also analyze the trend of the same on all India basis.

6. To undertake field visits to monitor the performance of “Production Oriented Crop Development Programmes” of sister CDDs on farmers’ fields along with State Extension Officers.

7. To undertake Crop Tracking of Coarse cereals, horticulture crops and nodal crops of sister CDDs in the assigned States.

8. (Research) To analyze yield gaps of agricultural crops between Experimental yields and Farmers’ fields’ yield in the assigned States.

9. To review/Index/record/weeding of files held by him with due approval of Joint Director (State).

10. Any other duties assigned from time to time in public interest.

(7) Statistical Investigator:

1. To assist the Assistant Director in carrying out the assigned duties.

2. To update/maintain the website of the Directorate.

3. To secure, monitor and maintain hard copies of the district/State-wise database relating to Area, Production & Yield estimates of all the Agricultural & Horticultural crops, Market arrivals, Farm Harvest Prices, season/year-wise documentation of Markets in which the prices of Agricultural commodities have ruled below MSP in the assigned States.

4. To coordinate, compile, collate and analyze the entire statistical work handled by the Directorate.

5. To undertake visits to major markets in the assigned States to ascertain the progress of procurement, status of needed market intervention, study market prices trend, bottlenecks in procurement of agricultural produce at administered prices by designated Government/Public agencies.

6. To review/record/weeding of files held in the Section with due approval of Assistant Director/Joint Director (State).

7. Any other duties assigned from time to time in public interest.

(8) Accountant:
1. Scrutiny of all bills of establishment/suppliers/services etc.
4. Scrutiny of Budget proposals.
5. To attend audit of accounts and reply to audit paragraphs.
6. To check Cash Book and keep watch on Receipt and Payments and their entry in the Cash Book.
7. To review/Index/record/weeding of files held in the section with due approval of the Administrative Officer.
8. Any other duties assigned from time to time in public interest.

(9) **Junior Hindi Translator:**

1. To assist the Administrative Officer in implementation of Official Language (Amendment) Act, 1967.
2. To assist the Staff in Translation of Official documents from English to Hindi and Vice-versa.
3. To assist the Administrative Officer for convening the Quarterly Meetings of Official Language implementation Committee in accordance with the stipulations contained in the Annual Official Language Programme circulated by Department of Official Language, Ministry of Home Affairs.
4. To assist the Administrative Office for holding Hindi Workshops on regular basis in accordance with the stipulations contained in the Annual Official Language Programme circulated by Department of Official Language, Ministry of Home Affairs.
5. To prepare Quarterly/Half yearly/Annual Progress Reports for progressive use of Rajbhasha Hindi.
6. To assist the Administrative Officer in the matters relating to “Committee of Parliament on Official Language”.
7. To assist the Administrative Officer to maintain liaison with the “Town Official Language Implementation Committee”.

8. To assist the Administrative Officer for carrying out the inspection on the “Check Points” devised for Official Language.

9. To attend the translation of Departmental procedural literature namely; Manuals, Forms, Codes, Statuary documents, General Orders, Administrative and Technical Reports.

10. Any other duties assigned from time to time in public interest.

(10) Stenographer Gr.II:

1. To extend stenographic help to the Director.

2. To maintain Trunk Call Register of Office Telephone of the Director.

3. To receive Dak/files meant for the Director and maintain movement of files/records.

4. Any other duties assigned from time to time in public interest.

(11) Stenographer Gr.III:

1. To extend stenographic help to the Joint Directors.

2. To maintain Trunk Call Register of Office Telephone of the Joint Directors.

3. To receive Dak/files meant for the Joint Directors and maintain movement of files/records.

4. Any other duties assigned from time to time in public interest.

(12) Senior Statistical Clerk:

1. To assist the Statistical Investigator in carrying out the assigned duties.

2. To maintain basic statistics relating to all the Agricultural & Horticultural crops and Water Management in respect of assigned States and in respect of Nodal crops for all the States.

3. To maintain Official Statistical record.

4. Any other duties assigned from time to time in public interest.
(13) Upper Division Clerks (UDCs):

I. UDC-I:

1. To attend to Cashier duties.

2. To prepare Establishment bills/GPF Bills/Contingencies Bills/scrutiny of TA. bills.

3. To prepare Monthly/Quarterly/Half Yearly/Yearly Returns of Accounts.

4. Preparation of Budget.

5. To maintain audit reports and submission of timely compliance.

6. To maintain the Accounts records as per specified retention schedule.

7. Any other duties assigned from time to time in public interest.

II. UDC-II:

1. Maintenance of Service Books.

2. Preparation of Leave Sanction Orders/maintenance of Leave record.

3. To attend to recruitment cases/probation clearance/confirmation/ retirement/ Pension cases.


5. Purchase of Office stores.

6. Preparation of Monthly/Quarterly/Half Yearly/Yearly Administrative Returns and submission there of to the Accountant.

7. Any other duties assigned from time to time in public interest.

(14) Lower Division Clerks (LDCs):

I. LDC-I:
1. To attend to Dak Diary of the Directorate.
2. To attend to typing work of Administration section.
3. To maintain Library of the Directorate.
4. Any other duties assigned from time to time in public interest.

II. LDC-II:
1. To attend Dak Despatch of the Directorate.
2. To maintain Postage Stamp Accounts Register.
3. To attend typing work of Accounts Section.
4. Any other duties assigned from time to time in public interest.

III. LDC-III:
1. 1. To attend typing work of Technical Section.
   2. To maintain Record room.
   3. Any other duties assigned from time to time in public interest.

(15) Staff Car Driver:
1. To drive Office Vehicle.
2. To maintain allotted office vehicle.
3. Any other duties assigned from time to time in public interest.

(16) MTS
1. To stitch recorded files.
2. To help in upkeep of library books.
3. To help in upkeep of office records.
4. To open & close the Office as per specified time schedule.
5. To deliver local Dak.
6. To act as messenger between desks to deliver files/records.
7. To clean equipments, tables and filling of water jugs.
8. To bring Dak from the Post Office/Office letter box.
9. To drop ordinary Dak in the letter box.
10. To attend Post Office for sending Dak by Registered post/Speed post.
11. Any other duties assigned from time to time in public interest.

(iii) the procedure followed in the decision-making process including channels of supervision and accountability:

(1) **Plan Schemes:** The procedures set out in the GOI Administrative approval & Financial sanctions in respect of Plan Schemes are followed as per below mentioned flow chart:-

![Flow chart]

(2) **Non-plan:** The procedures in this behalf in the Directorate are in accordance with the flow chart indicated below Column-4 of para (i) as above.

(iv) the norms set for discharge of functions:

1. Joint Directors are required to monitor/review the Crop Development Programmes once during crop season in assigned States.
2. The Assistant Director is required to undertake Crop Tracking/monitoring of Crop Development Programmes in assigned States.
3. Each Senior Technical Assistant is required to undertake Crop Tracking/monitoring of Crop Development Programmes in assigned States.
4. Statistical Investigator is required to visit Agricultural Produce Market Committees (APMCs) during procurement seasons in the assigned States.
5. Drawing & Disbursing Officer (DDO) is required to reconcile the accounts with Pay & Accounts Office on monthly basis.
6. Submission of below mentioned prescribed returns/reports by specified dates as under:-

(1) Technical Reports

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the Report</th>
<th>Frequency</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Weekly Weather Watch Report</td>
<td>Weekly</td>
<td>Every Thursday.</td>
</tr>
<tr>
<td>2</td>
<td>Quarterly Progress Report of implementation of National Food Security Mission (NFSM) for assigned States</td>
<td>Quarterly</td>
<td>Within 15 days after quarter ending.</td>
</tr>
<tr>
<td>3</td>
<td>Quarterly Progress Report of implementation of National Food Security Mission (NFSM) for Coarse cereals</td>
<td>Quarterly</td>
<td>Within 15 days after quarter ending.</td>
</tr>
<tr>
<td>4</td>
<td>Tour Reports</td>
<td>Per Tour</td>
<td>Within one week from the date of completion of Tour.</td>
</tr>
</tbody>
</table>

(2) Administrative Returns

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the Report</th>
<th>Frequency</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Recruitment of SC/ST/OBCs under Central Government.</td>
<td>Monthly</td>
<td>5th of every month</td>
</tr>
<tr>
<td>2</td>
<td>-do-</td>
<td>Yearly</td>
<td>5th January of every year</td>
</tr>
<tr>
<td>3</td>
<td>Recruitment of Physically Handicapped Persons in the Central Government Services</td>
<td>Half Yearly</td>
<td>5th April &amp; 5th October</td>
</tr>
<tr>
<td>4</td>
<td>-do-</td>
<td>Yearly</td>
<td>5th January of every year</td>
</tr>
<tr>
<td>6</td>
<td>-do-</td>
<td>Yearly</td>
<td>5th January of every year</td>
</tr>
<tr>
<td>7</td>
<td>Recruitment of minorities in Group ‘C’.</td>
<td>Half Yearly</td>
<td>5th April &amp; 5th October</td>
</tr>
<tr>
<td>9</td>
<td>Printing Job executed through Private/State Government Presses.</td>
<td>Half Yearly</td>
<td>5th April &amp; 5th October</td>
</tr>
<tr>
<td>10</td>
<td>Engagement of Consultants in</td>
<td>Half Yearly</td>
<td>5th January &amp; 5th</td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
<td>Frequency</td>
<td>Dates</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>11</td>
<td>Incumbency position of the Directorate of Millets Development</td>
<td>Monthly</td>
<td>5th of every month</td>
</tr>
<tr>
<td>12</td>
<td>Representation of SCs/STs in services in Appendices 8 A, 8 C &amp; 9</td>
<td>Yearly</td>
<td>5th January of every year</td>
</tr>
<tr>
<td>13</td>
<td>Appointments of Sportsmen in Group ‘C’ posts.</td>
<td>Yearly</td>
<td>5th April of every year</td>
</tr>
<tr>
<td>14</td>
<td>Strengthening of administration-review cases of Government servants on attaining the age of 50-55 years or completion of 30 years service.</td>
<td>Quarterly</td>
<td>5th January, 5th April, 5th July &amp; 5th October.</td>
</tr>
<tr>
<td>15</td>
<td>Fire Statistics</td>
<td>Yearly</td>
<td>5th January of every year</td>
</tr>
<tr>
<td>16</td>
<td>State/UT/Post-wise number of Central Government Civil Employees.</td>
<td>Yearly</td>
<td>5th April of every year</td>
</tr>
<tr>
<td>17</td>
<td>Statement regarding representation of SCs/STs in services appointed to the posts by transfer on deputation</td>
<td>Yearly</td>
<td>5th January of every year</td>
</tr>
<tr>
<td>18</td>
<td>Return to be submitted to Local Employment Exchange- FORM ER-I</td>
<td>Quarterly</td>
<td>5th January, 5th April, 5th July &amp; 5th October.</td>
</tr>
<tr>
<td>19</td>
<td>Adhoc appointments in Group ‘A’ &amp; ‘B’-Need for effective control.</td>
<td>Monthly</td>
<td>5th of every month</td>
</tr>
<tr>
<td>20</td>
<td>Acceptance of Commercial employment within two years of retirement by Group ‘B’ Officers of Central Government.</td>
<td>Half Yearly</td>
<td>5th January &amp; 5th July</td>
</tr>
<tr>
<td>21</td>
<td>Appointment of Non-Indians to civil posts under the Ministries/Departments/Public Sector Undertakings.</td>
<td>Yearly</td>
<td>5th January of every year</td>
</tr>
<tr>
<td>22</td>
<td>Central Government cases pending in different High courts/Supreme Courts.</td>
<td>Quarterly</td>
<td>5th January, 5th April, 5th July &amp; 5th October.</td>
</tr>
<tr>
<td>23</td>
<td>De-reservation of reserved vacancies for SC/ST included in the roster for purely temporary appoint during the year.</td>
<td>Yearly</td>
<td>5th January of every year</td>
</tr>
<tr>
<td>24</td>
<td>Report to be submitted by the Liaison Officer to the National Commission for SCs/STs.</td>
<td>Half Yearly</td>
<td>5th January &amp; 5th July</td>
</tr>
<tr>
<td>25</td>
<td>Employment of wives/dependents of Government servants in foreign Missions.</td>
<td>Quarterly</td>
<td>5th January, 5th April, 5th July &amp; 5th October.</td>
</tr>
<tr>
<td>26</td>
<td>Quarterly Return on Special</td>
<td>Quarterly</td>
<td>5th January, 5th April, 5th July &amp; 5th October.</td>
</tr>
</tbody>
</table>
Voluntary Retirement Scheme. | 5<sup>th</sup> July & 5<sup>th</sup> October.

(3) Rajbhasa Hindi Returns

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the Report</th>
<th>Frequency</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quarterly Progress Reports of the progressive use of Rajbhasa Hindi.</td>
<td>Quarterly</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; July &amp; 10&lt;sup&gt;th&lt;/sup&gt; October 10&lt;sup&gt;th&lt;/sup&gt; January &amp; 10&lt;sup&gt;th&lt;/sup&gt; April,</td>
</tr>
<tr>
<td>2</td>
<td>Half-yearly Progress Reports of the progressive use of Rajbhasa Hindi.</td>
<td>Half-yearly</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; October &amp; 10&lt;sup&gt;th&lt;/sup&gt; April</td>
</tr>
<tr>
<td>3</td>
<td>Annual Progress Reports of the progressive use of Rajbhasa Hindi.</td>
<td>Yearly</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; April.</td>
</tr>
</tbody>
</table>

(4) Accounts Returns

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the Report</th>
<th>Frequency</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Statement showing the expenditure under different Heads.</td>
<td>Monthly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; of every month</td>
</tr>
<tr>
<td>2</td>
<td>Report on pay &amp; various types of allowances and other expenditure under Non-plan.</td>
<td>Quarterly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; January, 5&lt;sup&gt;th&lt;/sup&gt; April, 5&lt;sup&gt;th&lt;/sup&gt; October &amp; 5&lt;sup&gt;th&lt;/sup&gt; July.</td>
</tr>
</tbody>
</table>

(5) Vigilance Returns

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the Report</th>
<th>Frequency</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Position of disciplinary cases in Ministry/Departments</td>
<td>Monthly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; of every month.</td>
</tr>
<tr>
<td>2</td>
<td>Pending disciplinary proceedings during the month.</td>
<td>Monthly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; of every month.</td>
</tr>
<tr>
<td>3</td>
<td>Disciplinary cases pending for more than one year.</td>
<td>Monthly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; of every month.</td>
</tr>
<tr>
<td>4</td>
<td>Vigilance work by Vigilance Organizations</td>
<td>Monthly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; of every month.</td>
</tr>
<tr>
<td>5</td>
<td>Anti-corruption &amp; vigilance Cases.</td>
<td>Monthly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; of every month.</td>
</tr>
<tr>
<td>6</td>
<td>Material for submission of Monthly Report by the CVO for disposal of Vigilance Cases.</td>
<td>Monthly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; of every month.</td>
</tr>
<tr>
<td>7</td>
<td>Composite Quarterly Report on preventive Vigilance surveillance &amp; detection, deterrent punitive action and status of award of punishment under Annual Action Plan.</td>
<td>Quarterly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; January, 5&lt;sup&gt;th&lt;/sup&gt; April, 5&lt;sup&gt;th&lt;/sup&gt; July &amp; 5&lt;sup&gt;th&lt;/sup&gt; October</td>
</tr>
<tr>
<td>8</td>
<td>Statistical Return on Vigilance</td>
<td>Quarterly</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; January, 5&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>
Control Measures.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the Report</th>
<th>Frequency</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Report on Civil/Electrical/Horticultural works for the Quarter.</td>
<td>Quarterly</td>
<td>5th January, 5th April, 5th July &amp; 5th October</td>
</tr>
</tbody>
</table>

(6) Public Grievance Returns

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the Report</th>
<th>Frequency</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Computerized monitoring of Public Grievances as required by the Department of Administrative Reforms &amp; Public Grievances.</td>
<td>Monthly</td>
<td>5th of every month.</td>
</tr>
<tr>
<td>2</td>
<td>Monthly return on pending public grievances.</td>
<td>Monthly</td>
<td>5th of every month.</td>
</tr>
<tr>
<td>3</td>
<td>Quarterly report on pending public grievances.</td>
<td>Quarterly</td>
<td>5th January, 5th April, 5th July &amp; 5th October</td>
</tr>
</tbody>
</table>

(7) Right to Information Act

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of the Report</th>
<th>Frequency</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Returns on RTI, 2005</td>
<td>Monthly/Quarterly</td>
<td>5th of every month.</td>
</tr>
</tbody>
</table>

(v) The Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharging its functions:

The following publications are available in the Office library/Sections for discharging their functions by the Officers & Employees of this Directorate:

1. Detailed Demands for Grants of Ministry of Agriculture & Farmers Welfare (GOI publication)
3. FRSR Part-I: General Rules (Swamy Publishers Pvt. Ltd.)
4. FRSR Part-II: Travelling Allowance (Swamy Publishers Pvt. Ltd.)
(5) FRSR Part-III: Leave Rules (Swamy Publishers Pvt. Ltd.)
(7) Pension Compilation incorporating CCS Pension Rules, 1972 (Swamy Publishers Pvt. Ltd)
(8) CCS (Conduct) Rules, 1964 (Swamy Publishers Pvt. Ltd)
(9) CCS (Classification, Control & Appeal) Rules, 1965 (Swamy Publishers Pvt. Ltd.)
(10) General Provident Fund (Central Services) Rules, 1960 (Swamy Publishers Pvt. Ltd.)
(11) Central Services (Medical Attendant) Rules, 1944 (Swamy Publishers Pvt. Ltd.)
(12) List of Medicines (Swamy Publishers Pvt. Ltd.)
(13) Leave Travel Concession Rules (Swamy Publishers Pvt. Ltd.)
(14) Staff Car Rules (Swamy Publishers Pvt. Ltd.)
(15) Overtime Allowance to Central Government Employees (Swamy Publishers Pvt. Ltd.)
(16) Uniforms for Group ‘C’ & ‘D’ Employee of Central Government (Swamy Publishers Pvt. Ltd.)
(17) Swamy’s Manual on Office Procedure (Swamy Publishers Pvt. Ltd.)
(19) Swamy’a Complete Manual on Establishment & Administration (Swamy Publishers Pvt. Ltd.)
(21) Swamy's Compilation of Central Government Account, Receipts & Payment Rules (Swamy Publishers Pvt. Ltd)
(22) Children's Educational Assistance (Swamy Publishers Pvt. Ltd)
The following categories of documents are held by this Directorate:-

1. Relevant files & registers on subjects dealt with the Directorate.
2. Service documents of its officials.

The DMD website http://dacnet.nic.in/millets acts as an information tool for the general public, which facilitates in the implementation of its policies and programmes.

(a) a directory of its Officers and employees:

**Location of the Office:** Directorate of Millets Development
<table>
<thead>
<tr>
<th>Name &amp; Designation of the Officers and Employees</th>
<th>Phone number</th>
<th>Residential Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Subhash Chandra, Director (I/c)</td>
<td>0141-2233004</td>
<td>116/III, CPWD Quarters, Nirman Vihar-I, Sector-2, Vidhyadhar Nagar, Jaipur-302 039.</td>
</tr>
<tr>
<td>Dr. M.N. Singh Joint Director</td>
<td>-</td>
<td>On deputation to DAC&amp;FW, New Delhi.</td>
</tr>
<tr>
<td>Lalit Sharma Assistant Director</td>
<td>0141-2233003</td>
<td>24/III, CPWD Quarters, Nirman Vihar-III, Sector-3, Vidhyadhar Nagar, Jaipur-302 039.</td>
</tr>
<tr>
<td>Dr. H.R. Choudhary Sr. Technical Assistant</td>
<td>-</td>
<td>22/IV, CPWD Quarters, Sector-7, Vidhyadhar Nagar, Jaipur-302 039.</td>
</tr>
<tr>
<td>Ram Narayan Ahirwar Sr. Technical Assistant</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sajid Ahmed Usta Stenographer Gr.III</td>
<td></td>
<td>111/II, CPWD Quarters, Sector-7, Vidhyadhar Nagar, Jaipur-302 039.</td>
</tr>
<tr>
<td>Shiv Ram Gujar MTS</td>
<td>-</td>
<td>90/II, CPWD Quarters, Sector-7, Vidhyadhar Nagar, Jaipur-302 039.</td>
</tr>
<tr>
<td>Tejmal Sain MTS</td>
<td>-</td>
<td>Plot No. A-302, Indira Colony, Shastrinagar, Jaipur-302 016</td>
</tr>
<tr>
<td>Sabuddin Khan MTS</td>
<td>-</td>
<td>B-99, Nehrunagar, Panipech, Jaipur-302 016</td>
</tr>
</tbody>
</table>
(x) the monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in its regulations.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and Designation</th>
<th>Monthly Gross Salary excluding HRA (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Subhash Chandra, Director (I/c)</td>
<td>65,919/-</td>
</tr>
<tr>
<td>2</td>
<td>Dr. M.N. Singh, Joint Director</td>
<td>On deputation</td>
</tr>
<tr>
<td>3</td>
<td>Lalit Sharma, Assistant Director</td>
<td>53,392/-</td>
</tr>
<tr>
<td>4</td>
<td>Amaluddin Ansari, Statistical Investigator</td>
<td>41,501/-</td>
</tr>
<tr>
<td>5</td>
<td>Dr. H.R. Choudhary, STA</td>
<td>33,069/-</td>
</tr>
<tr>
<td>6</td>
<td>Ram Narayan Aahirwar, STA</td>
<td>33,069/-</td>
</tr>
<tr>
<td>7</td>
<td>Sajid Ahmed Usta, Stenographer Gr.III</td>
<td>29,477/-</td>
</tr>
<tr>
<td>8</td>
<td>K. L. Meena, Upper Division Clerk</td>
<td>30,513/-</td>
</tr>
<tr>
<td>9</td>
<td>Shiv Ram Gujar, MTS</td>
<td>27,815/-</td>
</tr>
<tr>
<td>10</td>
<td>Tejmal Sain, MTS</td>
<td>27,246/-</td>
</tr>
<tr>
<td>11</td>
<td>Sabuddin Khan, MTS</td>
<td>27,246/-</td>
</tr>
</tbody>
</table>

(xi) the Budget allocated to each of its agency indicting the particulars of all plans, proposed expenditure and reports on disbursements made.

There is no sub-office/field units under this Directorate and budgetary control of Plan Schemes is vested with the Union Ministry of Agriculture. The Non-Plan Budget of the current year along with the actual expenditure of the previous year of the Directorate is given as under:-

<table>
<thead>
<tr>
<th>Head of Accounts</th>
<th>Budget Estimates 2015-16 (‘000’ Rs.)</th>
<th>Actual Expenditure 2014-15 (‘000’ Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Plan</td>
<td>Non-plan</td>
</tr>
<tr>
<td>2401: Crop Husbandry; Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110001: Salaries</td>
<td>-</td>
<td>5526</td>
</tr>
<tr>
<td>110003: Overtime Allowance</td>
<td>-</td>
<td>24</td>
</tr>
<tr>
<td>110006: Medical Treatment</td>
<td>-</td>
<td>200</td>
</tr>
<tr>
<td>110011: Domestic Travel Expenses</td>
<td>-</td>
<td>650</td>
</tr>
<tr>
<td>110013: Office Expenses</td>
<td>-</td>
<td>700</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7100</strong></td>
<td><strong>7100</strong></td>
</tr>
</tbody>
</table>
(xii) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

The accounting & release of the funds for Plan-Schemes (Crop Development Programmes) is done at the level of the Union Ministry of Agriculture & Farmers Welfare. The Plan Schemes (Crop Development Programmes) are implemented under National Food Security Mission through State Governments/ICAR Projects. Therefore, the relevant information is available at the level of Union Ministry of Agriculture & Farmers Welfare, State Department of Agriculture of the concerned State and ICAR.

(xiii) the particulars of recipients of concessions, permits or authorizations granted by it.

None.

(xiv) the details in respect of the information available to or held by it, reduced in an electronic form.

The following information is available on the Website (URL-http://dmd.dacnet.nic.in)

1. About us.
2. Functions/activities
3. Programmes/Schemes
4. Production Statistics of Coarse cereals
5. Crop Production Technology of Coarse cereals
7. Farmers alert
8. Frequently Asked Questions (FAQs)
9. Reports/publications.
10. Events.
11. Photo gallery.

(xv) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.

The Public information & facilitation is accessible in Directorate between 11 AM to 12 AM and 15 PM to 16 PM on all working days.
(xiv) The names, designations and other particulars of Public Information

Shri Lalit Sharma
Assistant Director
Directorate of Millets Development,
2nd Floor, Kendriya Sadan, Block-A,
Room No. 208, Sector-10,
Vidyadhamnagar, Jaipur-302 023.
Phone (O): 0141-2233003
FAX (O): 0141-2235631
e-mail ID: dmdrl00@nic.in
Central point for receiving mail: As given above.

Particulars of the Appellate Authority in respect of Clause 19 (f) of Chapter-V of the Act.

Director
Directorate of Millets Development,
2nd Floor, Kendriya Sadan, Block-A, Room No.210 Sector-10, Vidyadhamnagar, Jaipur-302 023.
Phone(O): 0141-2233004
Fax (O): 0141-2235631
e-mail ID: dmdrl00@nic.in
Central point for receiving mail: As given above.